

**THINGS TO REMEMBER**  
**CJA 20 -- Attorney Appointment Voucher**

- **Check all Attorney Information (i.e. address, Social Security No., Employer Tax ID No., etc.).** If information is inaccurate or out-dated, please correct on face of voucher before submitting for payment. Payment is made from the Administrative Office in Washington DC and checks are written and mailed according to the information on the voucher.
- **Itemize and separate the expenses for mileage, travel, room and board from other expenses such as telephone, postage fees, etc.** Attach receipts for expenses in excess of \$50.00. Also attached telephone bills if you do not itemize each call and the amount is over \$50.00.
- **List the dates of travel and number of miles traveled in addition to the dollar amount claimed for mileage.** Since the rate authorized for mileage changes regularly, the Administrative Office requires that the mileage, rate-per-mile claimed and the dates of travel be itemized to ensure payment in accordance with that which would be paid to court employees for travel.
- **List the period of service claimed for that voucher.** These dates should be after the appointment date shown in Section 13 and should especially indicate an end-of-service date.